



DEBRA BOWEN | SECRETARY OF STATE
STATE OF CALIFORNIA | ELECTIONS

1500 11th Street, 5th Floor | Sacramento, CA 95814 | Tel (916) 657-2166 | Fax (916) 653-3214 | www.sos.ca.gov

RESPONSE REQUIRED NO LATER THAN APRIL 14, 2008

DATE: March 28, 2008

TO: ALL COUNTY CLERKS/REGISTRARS OF VOTERS (08123)

FROM: Catherine Ingram-Kelly
Catherine Ingram-Kelly
Program Manager, Voter Registration

SUBJECT: April 4, 2008, 60-day Report of Registration Forms for June 3, 2008
Statewide Direct Primary

Elections Code section 2187(d)(2) requires each county to send a summary statement of the number of persons registered in their county as of 60 days prior to each primary election. Please send your registration numbers as of April 4, 2008, to us as soon as possible, but no later than April 14, 2008.

You may send us your county summary counts of registered voters via:

- ☐ Calvoter electronic transmission – please indicate the file name
- ☐ Keying data directly onto the Calvoter system
- ☐ The enclosed set of County Specific Input Forms
- ☐ Your own computer-produced summary sheets (*in our format please*)

Regardless of which method your county uses, we ask that you also **FAX or EMAIL a copy** of the data you are submitting. This will allow us time to ensure the accuracy of the data and to proof the report.

Please ensure that your county's Assembly, Senate, Congressional, Board of Equalization, and Supervisorial District(s) registration totals agree with the reported countywide registration totals. Please also confirm that the cities along with the unincorporated area registration totals agree with the reported county registration totals. You will also need to report the registration totals for the *Non-Qualified Political Bodies* attempting to qualify for the June 2010 Primary Election. These numbers should be reflected in the appropriate districts and cities in your "Miscellaneous" column.

Enclosed for your use is a Statement of Registration Certification form, which **must** accompany your registration data regardless of your transmittal method.

If you need to make any changes to your data after its submittal, you must notify us of your change in order for the information to be corrected in time for the final printing of the report. If you make any changes to your data, you will need to complete another county Statement of Registration Certification form. The county specific input form(s) and the checklist will be mailed to each county.

If you have any questions, I can be reached at (916) 651-8975 or by email cingram-kelly@sos.ca.gov. For questions directly related to Calvoter data transmission, please contact the CalVoter Help Desk at 1-888-VOTECAL (1-888-868-3225). Thank you for your assistance.

Enclosure(s): Statement of Registration Certification form
Number of Registered Voters in Selected Non-Qualified Political Bodies form
County Specific Input forms (Mailed by postal service and email)
Checklist for Voter Registration Reporting (Mailed by postal service and email)

April 4, 2008

STATEMENT OF REGISTRATION CERTIFICATION

(Please complete and return this document when sending your voter registration data.)

STATEMENT OF REGISTRATION

I, _____, Registrar of Voters, or County Clerk, of the (City and) County of _____, do hereby certify pursuant to Elections Code section 2187 that the summary statement of the number of voters in the (city and) county as of the fourth day of April, 2008, is set forth as shown on the pages affixed to this certificate.

We are reporting our registration data in the following format (please indicate):

____ SOS input forms

____ County produced summary sheets (in SOS format)

(If applicable) We have also reported our registration via CALVOTER by:

____ Electronic CALVOTER report file named RORDATA.TXT

____ Directly keyed the data into CALVOTER.

DATED:

Registrar of Voters or County Clerk:

This _____ day of _____, 2008

Deputy

PUT SEAL HERE

Contact telephone #:

E-mail address:

**Number of Registered Voters in Selected
Non-Qualified Political Bodies
as of
April 4, 2008**

COUNTY OF _____

PLEASE FAX or EMAIL by APRIL 14, 2008

As part of the Report of Registration, we will need to report the total number of voters registered in each of these political bodies attempting qualification.

Please indicate total number of voters, zero voters or N/A.

<u>Non-Qualified Political Body</u>	<u>Number of Registered Voters*</u>
Anarchy and Poverty Party (APP)	<input type="text"/>
Neuroscience Party (NSP)	<input type="text"/>
New World Party (NWP)	<input type="text"/>
Reform Party (REF)	<input type="text"/>

*Please remember to apportion these numbers in the "Miscellaneous" column in your Statement of County Registration Statistics (in the appropriate districts and cities reports).

At this time, these are the only parties that have notified the Secretary of State's Office of their intention to qualify for the June 2010 Direct Primary Election.

STATEMENT OF REGISTRATION

April 4, 2008

REPORTING PACKET

JUNE 3, 2008

STATEWIDE DIRECT PRIMARY ELECTION

Instructions:

Please fax OR email these completed forms to the attention of:

Catherine Ingram-Kelly
FAX: (916) 653-3214
EMAIL: cingram-kelly@sos.ca.gov

Once faxed, please mail them to:

Secretary of State – Elections Division
ATTN: Catherine Ingram-Kelly
1500 11th Street, 5th Floor
Sacramento, CA 95814

Checklist for Voter Registration Reporting

April 4, 2008, 60-day Report of Registration for June 3, 2008 Statewide Direct Primary

Statement of Registration as of April 4, 2008

☛ **Deadline to report: April 14, 2008!**

Reporting electronically via CALVOTER

- ☐ Generate the ROR file. It should be named "RORDATA.TXT". Transfer the file to the folder C:\CALVOTER\OUTBOX on the CALVOTER workstation. Submit **via fax or email a hard copy** of your registration totals along with your Statement of Certification form (please affix your county seal).

Keying your data directly into CALVOTER

- ☐ Choose Admin from the menu bar and select Report of Registration and then Registration Statistics from the successive menus. Be sure to complete all available fields on both the City Statistics and District Statistics tabs. Please verify that all totals balance. Submit **via fax or email a hard copy** of your registration totals along with your Statement of Certification form (please affix your county seal).

Reporting registration totals using County Specific Input Forms

- ☐ Complete the enclosed County Specific Input Forms. If your voter registration system generates a report in substantially the same format, you may substitute that for our forms.
- ☐ Calculate your countywide registration totals for the Parties Attempting to Qualify. Complete the enclosed Number of Registration Voters in Selected Non-Qualified Political Parties. (Be sure these registrants are also included in your calculations of the "Miscellaneous" registration for your county and its political subdivisions.)
- ☐ Submit **via fax or email a hard copy** of your registration totals along with your Statement of Certification form (please affix your county seal).

As soon as possible, please **fax or email** your complete ROR packet to the attention of Catherine Ingram-Kelly at **(916) 653-3214 or cingram-kelly@sos.ca.gov**. Your complete ROR packet must include: **(1)** countywide registration totals for all political subdivisions in your county; **(2)** a completed Statement of Registration Certification form; and **(3)** the Number of Registered Voters in Selected Non-Qualified Political Bodies form. Your statement must be received **no later than April 14, 2008**.

Once you have completed and faxed the ROR packet, mail the hard copies to the Secretary of State – Elections Division, ATTN: Catherine Ingram-Kelly, 1500 11th Street – 5th Floor, Sacramento, CA, 95814.

If you discover you need to make changes or corrections to your statement once it has been submitted, please contact Catherine Ingram-Kelly immediately by phone at (916) 651-8975 or by e-mail at cingram-kelly@sos.ca.gov.